

SECRET

58-1104

25 MAR 1958

MEMORANDUM FOR: Executive Assistant to the DD/S

SUBJECT: Special Issue of Support Bulletin

1. At your request, the attached draft of the special issue of the Support Bulletin has been reviewed. Certain suggested changes, itemized below, have been marked on the draft. The pages of the draft have been numbered for ease of reference.

2. Suggested changes:

a. Page 1, item 4f: should be changed to Government Employees Health Association; ✓

b. Page 4, 8th line: Agency should be changed to Organization; ✓

c. Page 6, 2nd line; change should "employee or his family to should you or your family; ✓

d. Page 6, section on Employee Retires at Age 62, item c: omit everything after the word dividends. The computation presently found in the draft is inaccurate since it doesn't consider the compounding of dividends with the principal amount that occurs each year; ✓

e. Page 8, section on Employee Retires at Age 62, item d: change survivors to survivor; ✓

f. Page 8, Note, bottom of page: change employees' to employee's; ✓

g. Page 12, line 7: omit the heading Government - Sponsored Benefits; ✓

h. Page 19, 1st line: change program to programs. ✓

3. The various charts should be placed as follows:

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

- a. Your Financial Requirements: should be placed immediately after the discussion, How To Draw Up Your Own Balance Sheet;
- b. Anticipated Financial Needs and Expenditures: should immediately follow item 3a above;
- c. The Civil Service Annuity Chart for computing retirement annuity should be placed immediately after the discussion of retirement found on page 13;
- d. Some Typical Monthly Survivor Benefits for a Widow and Two Minor Children: should immediately follow the discussion of Burial in National Cemeteries.

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Gordon M. Stewart  
Director of Personnel

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/s/ Gordon M. Stewart

**Gordon M. Stewart  
Director of Personnel**

**Distribution:**

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Remarks:					
<p>a fine presentation ✓</p> <p>Some minor changes</p> <p>Per Office of Personnel review. CEB</p>					
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Gordon M. Stewart, 2611 Curie, X611				25 MAR 1958	
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